



CALIFORNIA HORSE RACING BOARD

OPEN EXAMINATION FOR

SENIOR SPECIAL INVESTIGATOR

Locations: ARCADIA, LOS ALAMITOS, AND ALBANY

Visit our Website at [www.chrb.ca.gov](http://www.chrb.ca.gov)

CALIFORNIA STATE GOVERNMENT\*AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MONTHLY SALARY	<div>\$4,888.00-\$5,899.00</div> <div>General Salary increase of 5% effective January 1, 2008 (@ \$5,132.00 - \$6,194.00)</div>
FINAL FILE DATE	<b>CONTINUOUS TESTING</b> - Testing is continuous and examination dates may be set at any time for any of the above areas and eligible lists will be merged.
HOW AND WHERE TO APPLY	<div>State Applications (Standard Form 678) may be filed in person or by mail with: WENDY MATSUDA CALIFORNIA HORSE RACING BOARD 1010 HURLEY WAY, STE. 300 SACRAMENTO, CA 95825</div> <div>SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. PUT THE POSITION TITLE AND THE LOCATION(S) FROM THE LIST ABOVE THAT YOU ARE WILLING TO WORK.</div>
THE POSITION	<div>A Senior Special Investigator, under direction, either (1) leads or reviews the work of a small staff of Special Investigators I in the performance of the field investigations; detects or verifies suspected violations of laws, rules or regulations, makes difficult investigations; or (2) in an assigned major area, has independent responsibility for an entire investigation program; or (3) conducts the most difficult and complex investigations; or (4) in an investigatory or law enforcement program to perform program or policy development and interpretation duties which specifically require investigatory or law enforcement expertise; and does other related work.</div> <div>Under the general direction of the Supervising Special Investigator, Senior Special Investigators conduct field investigations to detect or verify suspected violations of laws, rules and regulations in the preparation of cases for criminal, civil, and/or administrative hearings; conducts background investigations of California Horse Racing license applicants; assists the Stewards in gathering information concerning issues associated with drug testing and medication programs at race tracks; knowledge of the permitted and prohibited drugs that may effect the performance of a race horse and investigate any leads that may involve the inappropriate or illegal use of medication; and may act as a liaison between the Veterinarians and the California Horse Racing Board.</div> <div>The California Horse Racing Board is a POST certified agency and will require POST certification by all individual Senior Special Investigators. Those who are not POST certified will be required to attain Basic Specialized Investigator POST training.</div>
BENEFITS	<div>State employees earn vacation and sick leave or annual leave; receive compensation for all official State holidays; health benefits that cover the employee, spouse and dependents with various plans available to choose from; CalPers Safety retirement plan of 3% at 50; and other benefits such as survivors' benefits, bereavement leave, deferred compensation plan, dental plan, group legal services plan, long-term disability insurance, parental leave, and vision service plan.</div> <div>Other monthly benefits may include Spanish bilingual pay of \$100.00; Intermediate POST certification or an Associates degree pay of \$50.00 or Advanced POST certification or a Bachelors degree pay of \$100; and physical fitness pay of \$65.00.</div>
REQUIREMENT INFORMATION	<div>ALL APPLICANTS MUST meet the education and/or experience requirements for this examination at the time the application is filed. Once a testing date has been scheduled, applicants will receive a notification letter.</div> <div>If you have a disability and need special testing arrangements, mark the appropriate box to question number 2 on the first page of the Application (Form 678). You will be contacted to make specific arrangements.</div> <div><b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</div>
EXAMINATION PLAN	<div>It is anticipated that examination interviews will be held on an interim basis.</div> <div>This examination will consist of a patterned qualification appraisal interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b> This is an open examination and applications will not be accepted on a promotional basis. Therefore, career credits do not apply.</div> <div><b>Veterans' points WILL be granted in this examination since it does qualify as an entrance examination under the law. (See "General Information" on this bulletin for information regarding veterans' preference points).</b></div>
ELIGIBLE LIST INFORMATION	<div>The testing period for this classification is 12 months. You may NOT test for this class more than once in a testing period.</div> <div>A departmental open eligible list will be established for each location listed above. This list will be merged with any existing CHRB Senior Special Investigator list established within the past 24 months. All successful applicants will be merged onto the list in order of final score, regardless of date of the test. Eligibility on this list will expire after 24 months from the date the list is established unless the needs of the service and conditions of the list warrant a change in this period.</div>
PEACE OFFICER STANDARDS WILL APPLY	<div><u>Citizenship Requirement</u> Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19<sup>th</sup> birthday.</div> <div><u>Felony Disqualification</u> Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code 1029, an applicant with a felony conviction will not be accepted for this examination.</div> <div><u>Age</u> Applicant must be at least 18 years of age.</div> <div><u>Application for Examination Information</u> In completing question 11, on the first page of the Application (Form 678), you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if: 1) The record of such an incident has been sealed in accordance with the Penal Code Section 851.7, 851.8, 1000.5, 1203.45; or 2) The record of such an incident has been expunged or is expungable pursuant to Health and Safety code Section 11361.5, which pertains to various marijuana offenses; or</div>

PEACE OFFICER  
STANDARDS WILL APPLY  
CONTINUED

3) The conviction was under Health and Safety Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser-included offense of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code 1179 or 1772) or a pardon (per 4852.16 of the Penal Code).

Background Investigation Information

If you are successful in this examination, you will be required to complete a background investigation form on which you must disclose (with the exception of the three items listed above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violation. The hiring agency uses the information obtained on this document to conduct a background investigation to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Application (Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing question 11 on the first page of the Application (Form 678).

Qualifying experience may be combined on a proportionate basis if the requirements state below include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% or the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience performing the duties of a Special Investigator I, Range B, in the California State service.

Or II

Experience: Two years of experience in investigation work at least one year of which involved complete responsibility for difficult and unusual cases; and

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics

Willingness to work odd and irregular hours in various locations throughout the State; emotional stability; tact; keenness of observation; good memory for names, faces, and incidents; and good interpersonal skills.

- A. Knowledge of:
  - 1. Investigation techniques and procedures.
  - 2. Rules of evidence and court procedures.
  - 3. Techniques of identifying, preserving, and presenting evidence.
  - 4. Sources of information used in locating persons.
  - 5. Laws of arrest, search and seizure, service of legal process and the legal rights of citizens.
  - 6. Interviewing techniques.
  - 7. Duties of Federal, State, and local enforcement agencies.
- B. Skill in:
  - 1. Performing investigatory work.
  - 2. Planning, organizing, and directing investigations.
- C. Ability to:
  - 1. Interpret and apply to specific cases provisions of the laws, rules, or regulations enforced or administered.
  - 2. Review and evaluate the work of others and give guidance and counsel in work methods and procedures.
  - 3. Communicate effectively.
  - 4. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies.
  - 5. Analyze situations accurately, think and act quickly in emergencies, and adapt an effective course of action.

MINIMUM  
QUALIFICATIONS

SCOPE OF  
THE EXAMINATION

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview, or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department, and the California Horse Racing Board.

If you meet the requirements of the examination, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The State Personnel Board and/or the California Horse Racing Board reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualification appraisal interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interview may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways; (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business classes, substitution of business college work in place of high school on a year-for-year basis.

DD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE)  
California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825; (916) 263-6049  
www.chrb.ca.gov